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| <b>Title of meeting:</b>      | Cabinet Member for Planning, Regeneration and Economic Development      |
| <b>Date of meeting:</b>       | 1 February 2017                                                         |
| <b>Subject:</b>               | Statement of Community Involvement                                      |
| <b>Report by:</b>             | Claire Upton-Brown - Assistant Director of Culture and City Development |
| <b>Wards affected:</b>        | All                                                                     |
| <b>Key decision:</b>          | No                                                                      |
| <b>Full Council decision:</b> | No                                                                      |

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## **1. Purpose of report**

- 1.1 To seek approval for a four week consultation to take place on the Statement of Community Involvement. The outcome of the consultation will be reported back to PRED with recommendation on further amendments. The final document will then be published on the council website to set out the consultation arrangements for the review of the Portsmouth Local Plan.

## **2. Recommendations**

- 1. To approve the Statement of Community Involvement for public consultation**

### **Background**

- 3.1 Portsmouth City Council's Statement of Community Involvement (SCI) was prepared under the Planning and Compulsory Purchase Act in 2004. An SCI sets out how and when the council will consult with local and statutory stakeholders in the planning for the area both through producing development plan documents and in commenting on planning applications. The Council currently has a SCI, this is an updated version. A SCI is no longer considered a development plan document and is not subject to a public examination. However, it is still required as part of the test of soundness in the Local Plan public examination. It is also considered to be good practice in terms of agreeing public engagement in the planning application process.
- 3.2 This revised SCI has been written to make the consultation process clearer and to make it more accessible. It is more concise and contains hyperlinks which can be easily updated if any amendments are made to associated documents. This means that the document can be more easily kept up to date.

- 3.3 To reduce costs and increase accessibility, the City Council aims to make information available electronically. All planning policy documents and planning applications are published online and computers with free internet access are available in public libraries and in the Civic Offices reception area. For those without internet access paper copies can be requested and made available.
- 3.4 The Statement of Community Involvement will be subject to public consultation over a four week period and any representations considered and reported back to a PRED meeting for PRED to consider any comments and agree adoption by the Council. The SCI will be made available on the Council website and by paper copy where requested. Libraries will have copies of the documents and will be subject to a targeted consultation by email.

## **2. Reasons for Recommendations**

- 2.1 The SCI has been revised to make it simpler to read and easier to update. A consultation with key Local Plan and other development stakeholders must be carried out for a minimum period of 4 weeks. Appropriate changes will then be made to the SCI before it is finalised, considered by PRED and published on the council's website.

## **5. Equality impact assessment**

- 5.1 An equality impact assessment has not been completed for this report as at this time we do not know if the recommendations have a potential negative impact on any of the protected characteristics as described in the Equality Act 2010. When consultation is undertaken we ensure where possible to consult with groups who hold a protected characteristic. We make sure that if requested we will provide documents that are in a format that the person requires for example large print, another language and sometimes braille.

For engaging non English speakers the preferred option is for individuals to find someone who can use the English language, and act as an interpreter with a Planning Officer in attendance if necessary. Another option may be to use one of the Council's own language speakers to help a resident.

An Equality impact assessment will be completed once the results of the consultation have been collected and analysed to see whether the SCI disproportionately impacts on any specific equality groups and put in place mitigation where possible if required to ensure people who hold a protected characteristic are able to participate in future planning consultations.

## **6. Legal implications**

- 6.1 The SCI is a document which sets out a Local Planning Authority's (LPA) policy for consulting and engaging with individuals, communities and other stakeholders, both in the preparation and revision of Local Development Documents (LDDs (local plans, supplementary planning documents, and (where they exist) area action

plans), and in development control decisions (Planning and Compulsory Purchase Act 2004, section 18(2)).

6.2 LPAs must prepare an SCI (Planning and Compulsory Purchase Act 2004, section 18(1)).

6.3 There is no statutory framework for the scope and content of the SCI, however the main part of the document usually details:

- The process of consultation and how the results will feed into the preparation of the LDDs.
- The various stages at which the LPA will involve the community in preparing LDDs and associated documents, such as the sustainability appraisal.

6.4 Details of general and specific consultation bodies are usually provided in appendices to the SCI.

6.5 The Localism Act 2011 removed the requirement for LPAs to submit the SCI to the Secretary of State. The LPA can now adopt the SCI itself, following public consultation.

6.6 Once adopted, the LPA must demonstrate how it has used and complied with the consultation requirements set out in the SCI at the various stages of LDD preparation and prior to making decisions on planning applications (section 19(3), Planning and Compulsory Purchase Act 2004).

6.7 The SCI should be published on the LPA's website (paragraph 017, Planning Practice Guidance).

## **7. Director of Finance's comments**

7.1 There are no financial implications associated with the approval of the recommendations contained within this report.

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Signed by:

### **Appendices:**

Appendix 1: Statement of Community Involvement - Supplementary Planning Document  
Review Draft for Consultation - February 2017

The recommendation(s) set out above were approved/ approved as amended/ deferred/  
rejected by ..... on .....

.....  
Signed by: